

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CIVIL ENGINEERING TECHNICIAN I
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs technical civil engineering work in the design, inspection, construction and maintenance of public works projects and facilities. Employee reports to the Assistant City Engineer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class assists in performing design and construction work using technical engineering applications and principles. Employee receives assignments in specific or general terms and exercises limited independent judgment and initiative in developing work methods. Duties require the employee to inspect closely the City projects under construction and to ensure existing facilities are maintained in accordance with the proper engineering practices and techniques. Work involves providing technical engineering service to City departments engaged in construction and maintenance of public works and general-use facilities. Employee may exercise limited supervision over personnel assigned to design and construction projects. Work is performed under general supervision of the Assistant City Engineer and is evaluated through conferences, observations and results of assigned projects.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists in preparing and checking preliminary and final plans and designs for a variety of public works projects.

Performs tasks as a member of a field crew engaged in survey work.

Assists the review of construction plans and specifications for codes conformance to established City standards, policies and sound engineering principles.

Participates in materials and/or system inspection and testing; develops or amends process procedures; participates in the inspection of projects for compliance with plans and specifications.

Provides contractors, consultants, other City departments and the general public with technical information relating to engineering projects.

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Directs and supervises activities of personnel assigned to project crews, ensuring adherence to established policies, procedures and standards.

Utilizes specialized computer applications to perform computer-assisted drafting.

Performs duties of a clerical nature, including, but not limited to, composing correspondence and reports, collecting and entering data, developing charts and maps.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the principles and practices of civil engineering as applied to design and constructions of a variety of public works facilities.

Working knowledge of land and engineering survey systems, methods, and techniques.

Some knowledge of civil engineering as applied to the design, construction, and maintenance of various solid waste management projects.

Skill in the use of engineering drafting and surveying equipment.

Ability to adapt engineering methods and standards to the design and construction of a variety of City public works and related facilities.

Ability to express ideas effectively orally and in writing.

Ability to supervise small labor crews.

Ability to prepare technical reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school supplemented by college-level course work in civil engineering technology or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina.

CIVIL ENGINEERING TECHNICIAN I

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 10
Non-Exempt